

TO: All LORI Library Directors, ILL Contacts, LORI Liaisons  
FROM: Donna Longo DiMichele, DSL, Library Program Manager, Network Services  
RE: Delivery Survey Week: November 26-30, 2001  
DATE: November 15, 2001

How many items move in the Delivery system? To date, there has not been a systematic count of all the items that are placed in Delivery from LORI libraries, including CLAN, HELIN, RILINK, other school, state/institutional, special, and hospital libraries. To do such a survey, a procedure and form was developed.

**The survey will take place the week of November 26-30, 2001.**

To count the number of items put in the LORI Delivery system at your library use the attached survey form.

How to fill out the survey: Every time during the survey week that any OUTGOING "item" is placed into the Delivery bin at your library, count it. Whether it is an interlibrary loan, an item being returned for a patron to another library, a notice of an upcoming library program, an audio book, etc., enter the number of outgoing items being placed in the bin. Items are defined as follows:

- Each book (note: books in groups, e.g., volume sets, should be counted individually), photocopy, piece of correspondence, audiovisual item, flier
- A package, as in a package of bookmarks, should be counted as one item

**To date, there has never been a comprehensive count of the number of items that move through the Delivery System. These figures are of significant value for LORI statewide planning. Moreover, there are plans under discussion for a legislative initiative for state funding of the Delivery program. We are counting on you to give us the vital data we need to support the Delivery program.**

**Thank you in advance for your assistance and we hope you will find this method of counting items as easy as possible.**

**Return completed count sheets via Delivery or fax by Friday, December 7, 2001**

To: DSL

Attention: Donna Longo DiMichele

Fax Number: (401) 222-4195

Please call 222-5762 if you have questions regarding the survey.

# Library of Rhode Island

## Delivery Survey November 26 -- 30, 2001

Your Library / LORI Code: \_\_\_\_\_

How to fill out the survey: Every time during the survey week any OUTGOING "item" is placed into the Delivery bin at your library, count it. Whether it is an interlibrary loan, an item being returned for a patron to another library, a notice of an upcoming library program, an audio book, etc., enter the number of outgoing items being placed in the bin.

Use hatch marks or numbers (see examples) to record the number of items as they are placed into the bins,\* then total them at the end of the day. Write the total in the right column for Day Total.

Example A, using numbers: Monday      3, 7, 5 (for 15 items)

Example B, using hatch marks: Wednesday    ###    ###    /// ( for 13 items)

\*Use a separate sheet for item counts if there is not enough room below, the day/week totals are vital.

	<u>Day Total</u>
Monday _____	_____
Tuesday _____	_____
Wednesday _____	_____
Thursday _____	_____
Friday _____	_____
<b>Week Total:</b>	_____

**Return completed survey forms to DSL via Delivery or fax  
by Friday, December 7, 2001**

To: DSL  
Attention: Donna Longo DiMichele  
Fax Number: (401) 222-4195  
Questions?: call 222-5762